

25X1A

[REDACTED]  
Assistant Director for Operations

OGC Has Reviewed

Appointment as Resident Manager

1. You are hereby appointed Resident Manager [REDACTED]  
(set up under Project 00-77-51).

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2. You will establish residence at [REDACTED] at the earliest practical date and assume the duties of Resident Manager.

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3. In accordance with the authority delegated to the Resident Manager you will:

(a) Establish a checking account in a local bank, in accordance with instructions issued by the Comptroller, and use it for the safekeeping of revolving fund money advanced to you for the operation of the property and for disbursing money to creditors as appropriate.

(b) Procure food and supplies for the maintenance and daily operation of the premises.

(c) Employ local service employees in accordance with security procedures established by the Security Officer and on the basis of salary rates determined by the Personnel Director.

(d) Obligate and expend funds for the purpose of maintenance and repair work to the property, without prior approval, when the total sum does not exceed \$100 in any single transaction. When the total sum is in excess of that amount, enter into and sign contracts on behalf of the Government, after prior approval by the Chief, Administrative Services.

(e) Provide for the physical security of the premises in accordance with instructions issued by the Security Officer, such provision to include necessary alterations to the premises and adequate provision for the security of documents.

(f) Approve temporary duty travel between subject's station and Washington, D. C., as required.

(g) Provide for the safekeeping and accounting of all real and personal property, as well as articles of value which residents may wish to deposit for safekeeping, in accordance with instructions issued by the Comptroller and the Chief of Procurement.

GEORGE G. CAREY

**CONFIDENTIAL**

~~SECRET~~ ~~CONFIDENTIAL~~

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AP PROVED:

/s/ Lawrence R. Houston  
General Counsel

25X1A

[REDACTED]  
Chief, Administrative Services

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[REDACTED]  
Security Officer

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[REDACTED]  
Comptroller

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/s/ [REDACTED]  
Chief of Procurement

/s/ W. J. Kelly  
Personnel Director

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O/O/C [REDACTED] /hj-23 May 1951

Distribution:

O/O (2)  
General Counsel  
Personnel Director  
Comptroller  
Chief, Administrative Services  
Chief of Procurement  
Security Officer  
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